

## Mental Health Outpatient Clinic

### **Tobacco-Free Policy**

#### **Objective:**

1. To provide a healthy environment for clients, staff, volunteers and visitors; one that is free from tobacco smoke pollution and the use of tobacco products.
2. To provide nicotine dependency recovery assistance/options.

#### **Guidelines and Procedures:**

The following policy applies to all clients and visitors of the Credo Community Center.

Definition: Facilities that integrate the education, assessment and treatment of nicotine dependence into their treatment programs. **Tobacco-Free means banning the use of all tobacco products on the grounds of the facility.** The definition of grounds includes any and all Credo Community Center property including the building, garage, parking lot, side walk and van. "Tobacco-Free" is a comprehensive approach to the management of nicotine dependence. However, tobacco-free allows for the use of adjunctive medicines such as the patch and gum to be utilized in the management of nicotine withdrawal.

- Credo Community Center's Outpatient facility will be tobacco-free campus and will be conspicuously posted.
- Tobacco products will not be used on the campus.
- All prospective clients will be notified of this policy; during the financial/case management visit and asked to sign they understand the policy.
- All current clients will receive a copy of the policy and asked to sign it and it will be placed into their charts.

Provide Tobacco/Nicotine Dependence Education and Recovery Options for all clients

- All clients who use tobacco will be encouraged to take advantage of one or more of the following recovery options.

Free Pamphlets  
Nicotine replacement information  
Smoking Cessation Counseling  
Discussion of the other resources for treatment

- All clients will have the option of attending an education session, no more that one hour, on the medical complications of tobacco use and nicotine dependence. This will be incorporated into their treatment plan.

#### **Monitoring and Compliance**

All clients will be required to read this policy and sign a form stating they understand and accept the provision of the policy.

- All clients will be expected to adhere to this policy.

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- All clients who violate this policy will be subject to the same disciplinary procedures used for any other treatment violation.

### **Employees**

#### **Objective:**

To provide a healthy environment for staff, clients, volunteers and visitors; one that is free from tobacco smoke pollution and the use of tobacco products and to provide nicotine dependency recovery assistance/options.

#### **Guidelines and Procedures:**

The following policy applies to all employees, volunteers, departments and programs of the Credo Community Center.

1. Establish a Tobacco-free facility. This is defined as facilities that integrate the education, assessment and treatment of nicotine dependence into their treatment program. Tobacco-free means banning the use of all tobacco products on the grounds of the facility. "Tobacco-free" is a comprehensive approach to the management of nicotine dependence. However, tobacco-free allows for the use of adjunctive medicines such as the patch gum to be utilized in the management of nicotine withdrawal.
  - a. All Credo Community Center facilities will be tobacco-free on a campus wide basis and will be conspicuously posted.
  - b. Tobacco use is not permitted in any Credo Community Center vehicles.
  - c. Tobacco use is not permitted at off premises locations or activities when staff members are supervising clients.
  - d. Employees are not to display, store and/or maintain any tobacco products including paraphernalia in any Credo Community Center facility including desks, file cabinets, etc.
  - e. There shall be no evidence of Tobacco use by staff during work hours.
  - f. All prospective employees/volunteers will be notified of this policy in employment announcements during their first interview, prior to hire and/or during orientation.
  - g. All current staff and volunteers will receive a copy of the policy.
2. Provide Tobacco/Nicotine dependence education and recovery options for staff.
  - a. All staff, including clinical, non-clinical and administrative personnel, will attend at least one mandatory education session, of no less than one hour on the medical complications of tobacco use and nicotine dependence.
  - b. All staff and volunteers who use tobacco are encouraged to take advantage of one or more of the following recovery options:
    - i. Free pamphlets, brochures, literature
    - ii. Nicotine replacement information
    - iii. Counseling through EAP referral
    - iv. Discussion of the other resources for treatment

#### **Monitoring and Compliance:**

Employees will be required to read this policy and sign a form stating they understand accept the provisions of the policy.

1. All employees, clients and volunteers are expected to adhere to this policy.
2. All employees are expected to be familiar with the policy and are responsible for monitoring compliance.
3. Employees who violate this policy will be subject to the same disciplinary procedures used for any other policy violation related to work performance.

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4. Volunteers who violate this policy will be reminded of the policy and asked to comply. A volunteer who persists in violating the policy will be relieved of duty until that volunteer agrees to comply.

**CLIENTS and VISITORS:**

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2. To provide nicotine dependency recovery assistance/options.

**Guidelines and Procedures:**

The following policy applies to all clients and visitors of the Credo Community Center.

Definition: Facilities that integrate the education, assessment and treatment of nicotine dependence into their treatment programs. **Tobacco-Free means banning the use of all tobacco products on the grounds of the facility.** The definition of grounds includes any and all Credo Community Center property including the building, garage, parking lot, side walk and van. “Tobacco-Free” is a comprehensive approach to the management of nicotine dependence. However, tobacco-free allows for the use of adjunctive medicines such as the patch and gum to be utilized in the management of nicotine withdrawal.

- Credo Community Center’s Outpatient facility is a tobacco-free campus and will be conspicuously posted.
- Tobacco products will not be used on the campus.
- All visitors to the site are asked not to bring or use tobacco products on Credo Community Center property including the building, parking lot, side walk and van.

Monitoring and Compliance

If a visitor is seen using or possessing tobacco products on the grounds of Credo Community Center, they will be asked to stop using or if unwilling to do so, leave the facility.

My signature acknowledges that I understand and will abide by the Credo Community Center for the Treatment of Addictions Tobacco free policy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Tobacco Treatment Education Resources:**

Carthage Area Hospital

T-PACC

EAP

<http://www.nysmokefree.com/>

<http://tobacco.heartnetwork.org/>

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### **HOW:**

Credo Community Center's Tobacco Free policy is communicated to employees during the orientation process, to clients via the intake appointment letter and during the pre admission assessment process and the visitors upon signing into the clinic. We also use signage posted conspicuously on the grounds and in the lobby.

Clients who meet criteria for nicotine dependence and those that use tobacco products are required to attend the Healthy Lifestyle group. This will be addressed on the individualized treatment plan.

### **WHO:**

OP staff will communicate the Tobacco Free policy to clients and visitors, Human Resource staff will communicate the Tobacco Free Policy to employees.

### **WHEN:**

Clients: When they receive the conformation letter of the intake appointment and during the Pre Admission process.

Employees during the orientation process.

### **APPLICATION:**

Policy and Procedure  
Treatment Plans  
Group syllabus